

## POSITION DESCRIPTION

**Class Title:** Inspector I (Job Class Code: 3097)

**Effective Date:** 12/3/14

**Department:** Permits and Inspection

**Pay Grade:** 12

**FLSA Status:** NE

### GENERAL PURPOSE

Knowledge and experience to perform highly skilled, technical inspections in securing compliance with City ordinances, State adopted building codes, and FEMA regulations for buildings within the special flood hazard areas.

### SUPERVISION RECEIVED

Receives necessary supervision from Department Director and/or Chief Building Official.

### SUPERVISION EXERCISED

None

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Performs inspections on residential and commercial projects under construction to verify code compliance and maintains daily records of inspection activities.
2. Meets with contractors and homeowners to discuss code requirements when necessary.
3. Responds to various complaints relative to dilapidated buildings and abandoned property.
4. Performs necessary investigative action relative to product installation and structural performances.
5. Issues notice of violation or summons to individuals who are allegedly violating building code requirements and prepares documentations, photographs, and other evidence necessary for court action when violations are pursued for compliance.
6. Responds to complaints on construction projects relative to plan discrepancies and other issues.
7. Assists with any other job related duties as assigned.

### DESIRED MINIMUM QUALIFICATIONS

#### Education and Experience:

1. High school diploma or GED.
2. Valid driver's license.
3. Five (5) years experience as a contractor, engineer, architect, or as a superintendent, foreman, or competent mechanic in charge of construction.
4. International Code Council (ICC) certification as an Inspector (residential and commercial) in Building, Electrical, Mechanical or Plumbing depending on job specialty required by the City.
5. Acquire and maintain registration with the Louisiana State Uniform Construction Code Council (LSUCCC).

#### Necessary Knowledge, Skills and Abilities:

1. Skill in operation of listed tools and equipment.
2. Ability to understand and follow oral or written instructions; Ability to communicate effectively verbally and in writing; Ability to observe proper safety precautions; Ability to establish effective working relationships with other employees, supervisors and the public; Ability to perform heavy manual tasks under varying weather conditions; Ability to work from construction specifications.

### **TOOLS AND EQUIPMENT USED**

Included but not limited to motor vehicles, two-way radio, telephone, cell phone, measuring tape, level rod, flashlight, moisture meter, computer, camera, video equipment, stepladder, and extension ladder.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The following physical demands are required of the employee; (included but not limited to) driving, standing, sitting, walking, climbing, balancing, lifting, carrying, pushing, pulling, reaching, handling, grasping, kneeling, crouching, crawling, bending, twisting, talking, and hearing.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **NON-PHYSICAL DEMANDS**

Included but not limited to: time pressures, noisy/distracting environment, performing multiple tasks simultaneously, danger/physical abuse, frequent change of tasks, emergency situations, tedious exacting work, working closely with others, and irregular scheduling.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may come into contact with dirt and dust, extreme temperatures, noise and vibrations, fumes and odors, wetness and humidity, darkness, poor lighting, mechanical hazards, chemical hazards, electrical hazards, fire hazards, explosives, and communicable diseases.

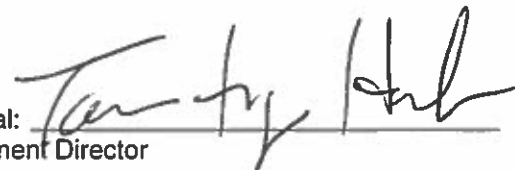
### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

**The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.**

**The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

Approval:   
Civil Service Director

Approval:   
Department Director